

CENTENARY WEEKDAY SCHOOL

Centenary United Methodist Church
2300 West Friendly Avenue
Greensboro, NC 27403
weekdayschool@centenaryumcgreensboro.org
(336) 292-7515

STATEMENT OF POLICY

Centenary United Methodist Weekday School provides a rich, wholesome living and learning experience for young children. The program offered is an educational experience that is structured to meet the developmental needs – physical, social, emotional, spiritual, and intellectual – of young children under the guidance of trained teachers. It offers a planned but informal, flexible program which stimulates and meets individual and group needs.

Children are encouraged to help themselves and to think for themselves. We strive to help them begin to assume responsibility for their own behavior and to develop some inner controls. We encourage independence of thought and creativity. We share with them their sense of accomplishment for a job well done.

In addition to these learning experiences, the church-sponsored school is in a unique position. While not teaching doctrine, we help children to develop wholesome attitude toward the society in which they live and an awareness of God. We also learn to work and play with others under the guidance of Christian leadership. As a result of our philosophy it is our hope that each child will grow into a self-confident person with a healthy awareness of themselves and the world around them.

1. The birthdate for two, three, and four-year-olds must be on or before **August 31st of the year in which they are enrolled.** The Creepers must be at least 6 months old on or before August 31st to qualify. The Toddlers must be at least 15 months old on or before August 31st to qualify.
2. **First priority** for admission to the program is given to children whose families are members of Centenary United Methodist Church.

Second priority for admission is given to those children who have been enrolled in the Centenary Weekday School since the beginning of the 2010 school year or longer and their siblings.

Third priority for admission is given to those children who enrolled **after** the beginning of the current school year.

Applications from children from the community will be accepted after currently enrolled children and their siblings have had an opportunity to register first. Children from the community will be accepted in the order of date of completed application. Vacancies occurring during the school year will be filled from the waiting list in order of date of completed application with priorities given as stated above.

3. ****To complete registration for the Preschool, an application form must be completed, the Statement of Policy read, and the Parents' Agreement and Child Release Form signed and returned to the school along with the **registration fee of \$85.00. Parents registering more than one child will pay \$42.50 per additional child.** The registration fee is **nonrefundable.****
4. The September tuition is payable at the time of registration or due no later than May 5, 2011 in order to complete registration. This is refundable on or before August 1, 2011 only in the event that the child's family is transferred out of Guilford County prior to August 1, 2011. In order for tuition to stay one month in advance, your **2nd** tuition payment will be due no later than **September 5, 2011.** There are **9** equal tuition payments for the school year.

The Weekday School reserves the right to cancel any class if the enrollment is not 55% by July 15th. **Each child is expected to be enrolled for the full school year.**

Waiting Lists:

It is necessary to pay the Registration Fee to have your child's name placed on our Waiting List. If we are unable to offer your child a spot in our school before another school does, we will refund your money. If a place in our school is offered to you and you do not accept, the fee is not refundable.

Our Waiting List is formed on a first come, first served basis. Children are enrolled from that list, as space becomes available.

4. TUITION FEES

All classes are in session from 9:00am – 12:00noon. Older children may participate in the “Late Stay” program until 1:00pm up to five times a week.

CREEPERS (6 months):

2 days per week 9:00 – 12:00 = \$140.00 per month

2 days per week 9:00 – 1:00 = \$169.00 per month

3 days per week 9:00 – 12:00 = \$170.00 per month

3 days per week 9:00 – 1:00 = \$210.00 per month

Monday/Wednesday/Friday

TODDLERS (15 months):

2 days per week 9:00 – 12:00 = \$140.00 per month

2 days per week 9:00 – 1:00 = \$169.00 per month

3 days per week 9:00 – 12:00 = \$170.00 per month

3 days per week 9:00 – 1:00 = \$210.00 per month

Tuesday/Thursday or Monday/Wednesday/Friday

TWO YEAR OLDS:

2 days per week 9:00 – 12:00 = \$135.00 per month

2 days per week 9:00 – 1:00 = \$164.00 per month

3 days per week 9:00 – 12:00 = \$165.00 per month

3 days per week 9:00 – 1:00 = \$205.00 per month

4 days per week 9:00 – 1:00 = \$255.00 per month (5 slots avl.)

Tuesday/Thursday or Monday/Wednesday/Friday

or Monday/Tuesday/Wednesday/Thursday

THREE YEAR OLDS:

2 days per week 9:00 – 12:00 = \$135.00 per month
 2 days per week 9:00 – 1:00 = \$164.00 per month
 3 days per week 9:00 – 12:00 = \$165.00 per month
 3 days per week 9:00 – 1:00 = \$205.00 per month
 4 days per week 9:00 – 1:00 = \$255.00 per month
 Tuesday/Thursday or Monday/Wednesday/Friday
 or Monday/Tuesday/Wednesday/Thursday

FOUR YEAR OLDS:

4 days per week 9:00 – 12:00 = \$185.00 per month
 4 days per week 9:00 – 1:00 = \$239.00 per month
 5 days per week 9:00 – 1:00 = \$272.00 per month
 Monday-Thursday or Monday –Friday

KINDERGARTEN / PRE –K CLASS:

5 days per week 9:00 – 1:00 = \$260.00 per month
 Monday – Friday

*** The Kindergarten/Pre-K class is designed to meet the needs of a wide range of students. Our academically challenging course of study incorporates both a kindergarten and pre-kindergarten curriculum that strives to meet the needs of each student. This provides an experience that meets the developmental needs of the younger five year old and provides them with the academic challenges of a kindergarten experience. Each day provides group and individual instruction.

***Children who turn 5 by Oct. 31st are eligible for this class.

Tuition and Late Fees

A late fee of \$10.00 will be charged for tuition received after the fifth of each month. Checks should be made payable to **Centenary Weekday School**. Please indicate on your check the class for which you have made a tuition payment. Mail your check to: Centenary Weekday School, 2300 West Friendly Ave., Greensboro, NC 27403.

You may also place your check in the locked box outside of the Preschool Office. Please **DO NOT give your tuition check to the teacher or take it to the church office.**

Full tuition must be paid each month, September through May. No refunds will be given for illness, vacations, or snow days. Those days will not be made up. Failure to pay tuition will result in losing privileges for registration for the following year.

SCHEDULE AND HOLIDAYS

5. The Weekday School year will begin on Tuesday after Labor Day. Unless you are notified differently, the school year will end Thursday prior to Memorial Day in May .
6. A meeting of parents will be held before school opens. You will be notified several weeks prior to the meeting. **A parent should attend; for important information is given at this time. Childcare will not be provided for this meeting.**
7. An orientation schedule will be designed to aid your child in his / her adjustment, to a new group, if needed. Your child's teacher will be happy to work with you on this schedule. It will involve having the child begin his / her group experience with an abbreviated schedule during the first few days. The full three-hour schedule, 9:00am until 12:00 noon, will begin for all children by the second week of school.
8. The following holidays are observed during the school year: Wednesday, Thursday and Friday of Thanksgiving; two weeks at Christmas; Martin Luther King's Birthday; one week at Easter. Prior to school you will be given a schedule of the dates of holidays and closings which will be observed during the year.
9. **When the Guilford County School System is closed due to inclement weather, Centenary Weekday School will also be closed.** When the Guilford County School System delays for **1 hour, our school will open on time.** When the Guilford County School System delays for **2 hours, we will open at 10:00am.** No separate announcement will be made. **Days missed for bad weather will not be made up.** Tuition remains the same for months in which holidays are observed and for months in which days are missed due to inclement weather.
10. We must request that you **not bring your child or car pool early.** The teachers will be very busy between 8:30am and 8:55am preparing for the day's activities. We frequently hold staff meetings during this time as well. The children should **arrive between 8:55am and 9:05am.** You should pick up your child (car pool) promptly at 12:00 noon or 1:00pm if participating in the "Late – Stay" program. After the second late pick-up, a **late fee** will be incurred in the amount of **\$5.00.** Further instructions concerning arrival and departure will be given at the parent's meeting.

Early in the school year, the drivers of the car pools should establish rules of safety. Be sure that the children understand and obey the rules. Behavior in the car pools is the responsibility of the drivers, not the Weekday School. For the protection of your child, the teachers will not allow him or her to ride with anyone other than his or her usual car

pool unless they receive written notice from you concerning this. This also applies to relatives.

Arrivals and departures are transitional times for children and need to be handled delicately. Your child may cling to you in the morning. Do not take the tears as a personal rejection or the clinging as a sign of dislike for the school or teacher. We can work together to make these difficult times a little easier for you and your child.

CONFERENCES AND PARENT VISITATIONS

11. At the end of the first semester, the teacher in the Threes, Fours and Pre-K / Kindergarten classes will schedule a conference with each parent to discuss the child's progress. Other conferences may be scheduled as the teacher and / or parent feels a need. Please feel free to ask for a conference. Do not discuss the child's behavior or work at school with the teacher in the **presence of the child** unless you are including him / her for a definite purpose.
12. Parents are welcome to visit the school at any time. Visitors are not allowed in the classrooms unless they have special permission from the teachers.

HEALTH AND ATTENDANCE

13. Before the school year begins you are required to have your doctor send to the school a record of your child's immunizations and a statement that he / she is physically able to participate in all regular preschool activities. If your child has any problem that would prevent such participation, it **must** be discussed with the Director of the Weekday School **before** enrolling the child. A blank form to be filled out by the doctor will be sent to you by the school. **This Health Certificate must be returned to the school by September 15th.**
14. If your child becomes ill with a contagious disease, please notify the school so that we can alert other parents to their child's possible exposure.
15. We encourage parents to keep children at home at the very first signs of sickness...coughing, sneezing, sniffing, listlessness, or extreme irritability. After the first few days the communicable aspects of a cold are greatly lessened, and also by that time, it will be apparent if a child is sick with something more than a common cold. **Please do not return your child to school until he / she is able to participate in all activities, including outdoor play.** We do not have adequate staff to supervise a child who cannot join the group when it is time to go outside.
16. If you know your child will be absent from school for a period of time due to a family vacation, illness, or other event, please let the school know so we will not be concerned about your child.

17. If a child's behavior becomes so disruptive that the welfare of the group, or welfare of particular children within the group, is threatened, the teacher will discuss the situation with the parent(s) and the Director. The Weekday School reserves the right to discontinue the presence of a child who in any way jeopardizes the welfare of the total group.

MISCELLANEOUS

18. Dress your child in clothing that is washable and comfortable. When children are hard at work and play, they do get dirty. We view this as a part of healthy growth and development. Tennis shoes are essential for 2-4 year olds. Many preschool activities are dangerous in open or slippery-soled shoes. Clogs, flip-flops, sandals, and boots may not be appropriate for our program.
19. Each child will need a complete change of clothing to be left at school. These should be placed in a gallon-sized bag marked with his / her **name**. Also, please label all coats, jackets, sweaters, and hats that your child might wear to school.
20. Twos, Threes and Fours will need a cotton bath mat or bath towel for rest time. **(Please label with your child's name).**
21. Toddlers, and Two-year Olds will need to keep at least two disposable diapers at school. The teachers will let parents know when they need more. Donations of wipes, Clorox wipes, tissues, and soap are always welcome.
22. Toys from home are not permitted in the classroom unless the teacher requests that the child bring them. Pets are not allowed in classrooms. Books and CDs to be shared with the group may be brought with the permission of the teacher.
23. We do not celebrate birthdays with elaborate parties. If your child would like to share his / her birthday observance with his / her school friends, he or she may do so by bringing simple refreshments and birthday napkins for the group. Please notify the teacher ahead of time if you plan to do this.
24. Parents will be asked to help with parties or other activities for children during the year.
25. Centenary Weekday School will provide a morning snack to all students. Periodically, parents will be asked to bring in a child's favorite snack to share with his/her class.
26. Matters pertinent to administrative policy and business should be discussed with the Director of the Weekday School. Questions concerning your child or the classroom program and procedure should be discussed with the lead teacher. Both of these persons are available to you by appointment.

- 27. Toilet Training:** All children enrolled in the three-year old program need to be toilet trained by the beginning of school in September. If your child is not toilet trained we will try to work with you at the beginning of the year. **However,** Centenary Weekday School holds the right to dismiss your child from the program if he/she is not toilet trained by the end of **October.**

Centenary Weekday School is a nine month program planned to help your child develop to his / her fullest potential; therefore, each child is expected to be enrolled for the full term. If it is necessary to withdraw the child before the end of the school year, this should be discussed with the **Director of the Weekday School** as soon as you become aware of this. Withdrawal from the program prior to the end of the school year will cause you to lose your priority status for registration for the following school year.

PARENT AGREEMENT

TUITION - CLASSES

1. The registration fee of \$85.00 (plus \$42.50 for each additional child in a family) is payable in full at the time of registration and is not refundable.
2. The September tuition is payable at the time of registration or due no later than May 5, 2011 in order to complete registration. This is refundable on or before August 1, 2011 only in the event that the child's family is transferred out of Guilford County prior to August 1, 2011. In order for tuition to stay one month in advance, your 2nd tuition payment will be due no later than **September 5, 2011**. There are 9 equal tuition payments for the school year.
3. Each child is expected to be enrolled for the full school year.
4. The Director will make final decisions of class assignments.

HEALTH

Each child must have a health form on file. Students who are new to the school will be sent a health form which must be filled out and signed by his / her physician and returned to the Director before September 15th. This health form will include a record of all immunizations.

We have read and understand the policies of Centenary Weekday School as stated in the Policy Manual and on this agreement. We agree to comply with them.

CHILD'S NAME _____

DATE _____ FATHER'S SIGNATURE _____

DATE _____ MOTHER'S SIGNATURE _____

Please sign and return **one** copy to the Centenary Weekday School. You may keep the other copy for your own records.

***It is necessary to sign and return this page before your child's application is complete. Children will not be assigned to a class until the entire application process is complete. (Application Form, Registration Fee, and this Parent Agreement)**